

ADMINISTRATION TEAM MINUTES

Date: March 18, 2005
Time: 9:00 am
Place: Tacoma AGC Building

<u>Attending</u>	Mark Borton	<u>✓</u>	Tim Hayner	<u>✓</u>	Ken Olson	_____
	Jerry Brais	<u>✓</u>	Ann Hegstrom	_____	Mark Rohde	_____
	Forrest Dill	_____	David Jones	<u>✓</u>	Mark Scoccolo	_____
	Bob Glenn	_____	Craig McDaniel	_____	Dave Standahl	<u>✓</u>
	Paul Gonseth	<u>✓</u>	Tina Nelson	<u>✓</u>	Greg Waugh	_____
	Mike Hall	_____	Cathy Nicholas	<u>✓</u>	Tom Zamzow	_____

Opening The group introduced themselves in a roundtable fashion. Scott Bernhardt (Max J. Kuney Company) and Joe Spink (Wilder Construction Company) attended to participate in the presentation of the Prompt Pay Task Force results. David Mariman (WSDOT State Specifications Engineer) attended as note taker and interested observer of the development of section 1-08 specifications.

Roundtable The roundtable was skipped as several members needed to leave early.

New Business Prompt Pay Task Force Report

Three members of the Prompt Pay Task Force were present. Joe Spink, Scott Bernhard and Dave Jones presented the findings and conclusions of the group. The task force final Report (attached) was distributed and summarized as follows: the big issues were large change orders that are not written and paid in a timely fashion, and deferments that are not communicated in time to avoid the withholding.

This sparked a lively discussion. It is apparent that there are inconsistencies between WSDOT regions and between project offices in how deferments are made and how much is deferred. There are also inconsistencies in how much money is being deferred and for what reasons. More education is needed in order to make a logical determination of the amount to be deferred. Examples of illogical deferments were abundant, and most involved big dollars being deferred for minor reason. The issue of Federal participation being withheld for lack of certifications is a concern. A recurring theme was that there is

a great need for consistency in how deferments are made and education in how to price them and administer them appropriately.

Interim and unilateral change orders are tools to provide prompt payment when issues are unresolved. More training is needed for change order writers to produce documents that are agreeable and executable as written. Change orders need to be forward priced rather than an afterthought. The recurring points were that more emphasis should to be placed on getting the change orders written quickly and training on doing it correctly.

Suggestions for improvement were numerous, and the most common was improved training for those who defer payments and write change orders. Disputes Review Boards are an effective tool for these issues, and a standing DRB that is on call for small jobs that don't have their own has worked for other agencies. Increasing the dollar authority for Project Engineers or for Minor Change Orders may allow WSDOT to be on even ground with their partner across the table. Honest feedback is essential in order to address the problem areas on both sides. Consistency among WSDOT Regions and different offices needs to be improved. It was suggested that the Prompt Pay Task Force be a standing committee.

This discussion lasted until about 11 am at which time the group took a break and some members departed. It was agreed that the meeting would be abbreviated.

Old Business Section 1-08 provisions

There has been no continuous progress on the rewrite of these sections, for various reasons. The remaining members of the team agreed that the next two meetings would be dedicated to Section 1-08.5.

Paul handed out the current version of Time for Completion (attached) and the group discussed Weekly Statements of Working Days. The 10 working days for a protest is based on the date of the statement, and may not provide the contractor with adequate time to protest and resolve the issue if not sent in a timely manner. It is desirable to be consistent between sections 1-08.5 and 1-04.5 Procedure and Protest, and to make 1-04.5 the one stop for protests. The group agreed to reference 1-04.5 for protests of working days statements.

The three forms of Completion Dates are specified in three places in the contract. Substantial, Physical, and Completion is discussed in 1-08.5, Substantial again in 1-08.9 Liquidated Damages, and all completion dates are defined in section 1-01 Definitions and Terms. It was noted that they are written a little differently in one occurrence. It was agreed that all of these terms are related to measurements of contract time and they all

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belong in 1-08.5 Time for Completion. The definition of Substantial will be included in 1-08.5 and struck from 1-08.9.

All authorized working time for the meeting expired, and the meeting was adjourned at noon. Tim passed out a draft of Section 1-08.5 Alternate Work Shift provisions (attached).

The next meeting is scheduled for April 15th.

Subject Area	Sponsor
Section 1-08.3	Craig McDaniel
1-08.3 alternate simple job	Paul Gonseth
1-08.3 alternate complex job	Forrest Dill
Section 1-08.4	Mike Hall
Section 1-08.5	Paul Gonseth/Greg Waugh
Section 1-08.5 (sub) Critical Materials Spec	Mark Borton
Section 1-08.5 (sub) Variable Start Date	Dave Standahl
Section 1-08.5 (sub) Accelerated Start,	Dave Jones
Section 1-08.5 (sub) Alternate Shifts (could be a family of specs)	Tim Hayner
Section 1-08.5 (sub) Work not Allowed (events, traffic, permit provisions)	Paul Gonseth
Section 1-08.6	Dave Jones
Section 1-08.7	Ann Hegstrom
Section 1-08.8	Mark Scoccolo
Review, Summarize Region Specials	Craig McDaniel

Team's "Round Tuit" List (cont)

1. Tort Claims Liability/Accident Reports
2. Bid Item for On-site Overhead
3. Disputes Review Boards
4. Joint Training—Documentation
5. Payroll, Wage Administration procedures
6. Materials on Hand provisions
7. Web-Based Construction Management